

STATE OF CALIFORNIA

JOHN CHIANG,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: March 9, 2009

CALATERS LETTER #09-005

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: CalATERS RESUMES NORMAL PROCESSING

This letter provides information regarding CalATERS claim processing and CalATERS data and file processing during the furlough program.

CalATERS Payments

The State Controller announced on March 6, 2009, that this office has begun releasing delayed payments due to the state's cash shortages. Effective today, all CalATERS claims, general and non-general, will resume normal processing. Please note that due to the volume of claims in suspense since March 1, 2009 the first payment cycle will issue early next week. Direct deposit information will re-establish on expense reimbursement claims created by employees starting tomorrow, March 10, 2009.

Furlough Program

DPA announced on March 2, 2009, that after March 6, 2009 "all furlough days will be self-directed." Effective immediately, CalATERS will no longer suspend data and file transfers on the first and third Fridays of each month.

If you have questions regarding this letter, please contact the CalATERS Help Desk at (916) 324-9991.

DS: EA: ea